

## United States Information Agency

## § 505.1

Washington, DC 20547, Television and Film Service.

(d) United States Information Agency, Bureau of Programs—Foreign Press Center, National Press Building, 529 14th Street, NW., Washington, DC 20547.

(e) United States Information Agency, Switzer Building, 300 C Street, SW., Washington, DC 20547, Bureau of Management—Office of Contracts, and the Training and Development Division.

### APPENDIX II—UNITED STATES INFORMATION AGENCY OFFICE LOCATIONS OUTSIDE THE WASHINGTON, DC, AREA

#### Television and Film Service—

(a) New York Office, Room 30-100, 26 Federal Plaza, New York, N.Y. 10278.

(b) Los Angeles Office, 11000 Wilshire Boulevard, Los Angeles, Calif. 90024.

#### United States Information Agency, Bureau of Broadcasting—

##### (a) Relay Stations:

(1) Bethany Relay Station, P.O. Box 227, Mason, Ohio 45040.

(2) Delano Relay Station, Route 1, Box 1350, Delano, Calif. 93215.

(3) Dixon Relay Station, Route 2, Box 739, Dixon, Calif. 95620.

(4) Marathon Relay Station, P.O. Box 726, Marathon, Fla. 33050.

(5) Edward R. Murrow Transmitting Station, P.O. Box 1826, Greenville, N.C. 27834.

##### (b) News Bureaus:

(1) Midwest News Bureau, Room 3876, Federal Building, 230 South Dearborn Street, Chicago, Ill. 60604.

(2) Southeast News Bureau, Room 1518, Federal Office Building, 51 SW. First Avenue, Miami, Fla. 33130.

(3) West Coast News Bureau, Room 8107, Federal Building, 11000 Wilshire Boulevard, Los Angeles, Calif. 90020.

(4) New York News Bureau, Room 30-100, Fisk Building, 26 Federal Plaza, New York, N.Y. 10278.

#### Bureau of Programs—

##### (a) Foreign Press Centers:

(1) Federal Building, 11000 Wilshire Blvd., Suite C-200, Los Angeles, Calif. 90024

(2) 18 E. 50th Street, 11th Floor, New York, N.Y. 10022.

(b) Senior Advisor for Public Affairs, U.S. Mission to the United Nations, 799 United Nations Plaza, New York, N.Y. 10017.

#### Bureau of Management—

Administrative Services Division, New York Services Branch, 830 Third Avenue, Brooklyn, N.Y. 11232.

#### Bureau of Educational and Cultural Affairs— Reception Centers:

(a) Honolulu—P.O. Box 50186, Honolulu, Hawaii 96850.

(b) Miami—Room 1304, Federal Office Building, 51 SW. First Avenue, Miami, Fla. 33130

(c) New Orleans—Suite 1130, International Trade Mart, 2 Canal Street, New Orleans, La. 70130

(d) New York—Third Floor, 1414 Avenue of the Americas, New York, N.Y. 10019.

[51 FR 10192, Mar. 25, 1986, as amended at 51 FR 11016, Apr. 1, 1986]

## PART 505—PRIVACY ACT POLICIES AND PROCEDURES

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AUTHORITY: Pub. L. 93-579, 88 Stat. 1897; 5 U.S.C. 552a; 55 FR 31940, Aug. 6, 1990, as amended.

SOURCE: 62 FR 10630, Mar. 7, 1997, unless otherwise noted.

EFFECTIVE DATE NOTE: At 62 FR 10630, Mar. 7, 1997, part 505 was revised, effective Apr. 16, 1997. For the convenience of the user, the superseded text appears after this part.

### § 505.1 Purpose and scope.

The United States Information Agency will protect individuals' privacy from misuse of their records, and grant individuals access to records concerning them which are maintained by the Agency's domestic and overseas offices, consistent with the provisions of Public Law 93-579, 88 Stat. 1897; 5 U.S.C. 552a, the Privacy Act of 1974, as amended. The Agency has also established procedures to permit individuals to amend incorrect records, to limit the disclosure of personal information to third parties, and to limit the number of sources of personal information. The Agency has also established internal rules restricting requirements of individuals to provide social security account numbers.

**§ 505.2 Definitions.**

(a) *Access Appeal Committee (AAC)*—the body established by and responsible to the Director of USIA for reviewing appeals made by individuals to amend records held by the Agency.

(b) *Agency or USIA or USIA*—The United States Information Agency, its offices, divisions, branches and its Foreign Service establishments.

(c) *Amend*—To make a correction to or expunge any portion of a record about an individual which that individual believes is not accurate, relevant, timely or complete.

(d) *Individual*—A citizen of the United States or an alien lawfully admitted for permanent residence.

(e) *Maintain*—Collect, use, store, disseminate or any combination of these record-keeping functions; exercise of control over and hence responsibility and accountability for systems of records.

(f) *Record*—Any information maintained by the Agency about an individual that can be reproduced, including finger or voice prints and photographs, and which is retrieved by that particular individual's name or personal identifier, such as a social security number.

(g) *Routine use*—With respect to the disclosure of a record, the use of such record for a purpose which is compatible with the purpose for which it was collected. The common and ordinary purposes for which records are used and all of the proper and necessary uses, even if any such uses occur infrequently.

(h) *Statistical record*—A record in a system of records maintained for statistical research or reporting purposes only and not used in whole or in part in making any determination about an identifiable individual, except as provided in 13 U.S.C. 8.

(i) *System of records*—A group of records under the maintenance and control of the Agency from which information is retrieved by the name or personal identifier of the individual.

(j) *Personnel record*—Any information about an individual that is maintained in a system of records by the Agency that is needed for personnel management or processes such as staffing, employee development, retirement, grievances and appeals.

(k) *Post*—Any of the foreign service branches of the Agency.

**§ 505.3 Procedures for requests.**

(a) The agency will consider all written requests received from an individual for records pertaining to herself/himself as a request made under the Privacy Act of 1974, as amended (5 U.S.C. 552a) whether or not the individual specifically cites the Privacy Act when making the request.

(b) All requests under the Privacy Act should be directed to the USIA, Office of the General Counsel, FOIA/Privacy Act Unit (GC/FOI), 301 4th Street, SW, Washington, DC 20547, which will coordinate the search of all systems of records specified in the request. Requests should state name, date of birth, and social security number.

(c) Requests directed to the Agency's overseas posts which involve routine unclassified, administrative and personnel records available only at those posts may be released to the individual by the post if the post determines that such release is authorized by the Privacy Act. All other requests shall be submitted by the post to the Office of the General Counsel, FOIA/Privacy Act Unit (GC/FOI), 301 4th Street, SW, Washington, DC 20547, and the individual shall be so notified of this section in writing, when possible.

(d) In those instances where an individual requests records pertaining to herself/himself, as well as records pertaining to another individual, group, or some other category of the Agency's records, only that portion of the request which pertains to records concerning the individual will be treated as a Privacy Act request. The remaining portions of such a request will be processed as a Freedom of Information Act request by the office noted in paragraph (b) of this section.

**§ 505.4 Requirements and identification for making requests.**

(a) Individuals seeking access to Agency records may present their written request or may mail their request to the USIA, Office of General Counsel, FOI/Privacy Act (GC/FOI) Unit, 301 4th Street, SW, Washington, DC 20547. The GC/FOI Unit may be visited between the hours of 9 a.m. and 4 p.m., Monday